

## GENERAL INFORMATION

- Approved by the Washington State Bar Association's Continuing Legal Education program for ten (10) CLE credits.
- Workshop tuition: \$100 per person.
- Held on the first and second Tuesdays of every other month (February, April, June, August, October and December), the workshop is a 2-day course, with 5 hours of instruction each day.
- Time: 9:00 am to 3:00 pm; 1-hour lunch break.
- Instruction is in the King County Courthouse, 516 Third Ave. (at James St.), downtown Seattle.
- Enroll in advance. Provide enrollee name, Bar Number (if attorney), and contact information (business address, contact telephone, e-mail) to Shanna Knight, CLE Registrar, at (206) 205-8436 or shanna.knight@kingcounty.gov.
- Limited to 25 participants per session, enrollment is on a first-come, first-served basis.
- Secure your place in the workshop by paying the \$100 fee at least 2 weeks before the workshop begins. Send your check, payable to "King County Clerk," to *Shanna Knight, 401 4th Ave North, Room 2C, Kent, WA 98032-4429.*
- Questions about the workshop? Contact Beth Taylor, Program Manager, at (206) 296-7838 or beth.taylor@kingcounty.gov.



*This workshop offers an inside view of the Clerk's Office, plus Arbitration or Family Court Operations. You learn the essentials about processing cases through the court and discover time and money saving tips. You will note how extensively technology is used, and also ways in which you may use technology in conducting Clerk's Office business. We hope you will share ideas for improving operations for the Clerk and the Court.*

—Hon. Bruce Hilyer, Presiding Judge

*The Clerk's Office always benefits from this workshop. Many good ideas come from the course, often leading to procedural changes that simply work better. Attorneys and legal staff get to interact directly with our staff. We hear directly from some of our most important customers. Many of our workshop graduates continue to let us know how we're doing. Such feedback keeps us focused on the type and quality of services we provide.*

— Barbara Miner, Superior Court Clerk

### OFFICE HOURS

Monday - Friday 8:30 am - 4:30 pm

### LOCATIONS

#### King County Courthouse

516 Third Ave., Room E-609  
Seattle, WA 98104

#### Maleng Regional Justice Center

401 Fourth Ave. N, Room 2-C  
Kent, WA 98032

#### Juvenile Court

1211 East Alder, Room 307  
Seattle, WA 98122

### GENERAL INFORMATION (All Locations)

(206) 296-9300  
(206) 296-0100-TTY

### WEB ADDRESS

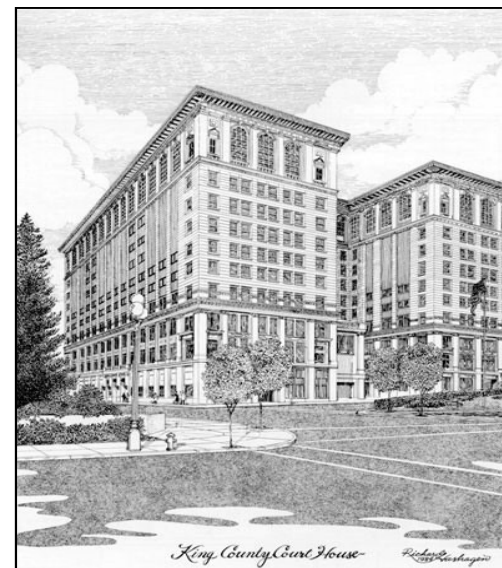
<http://www.kingcounty.gov/courts/Clerk.aspx>



## Superior Court Clerk's Office CLE Workshop 2009

for Attorneys and Legal Staff

(10 CLE credits for WSBA members)



King County Courthouse  
Downtown Seattle

**Barbara Miner**  
Director and Superior Court Clerk

# WORKSHOP COURSE OF INSTRUCTION

## OVERVIEW AND INTRODUCTION

The Clerk's Office mission and organization. Review workshop logistics.

## DJA WEB SITE, E-FILING & ECR ONLINE

Using the Clerk's Office Web site. In-depth demonstration of the E-Filing system capabilities and ECR Online for remote access to case files. Review of court rules authorizing E-Filing, E-Service, E-Working Copies and online access to court records.

## CASE INITIATION & DOCUMENT INTAKE

Case initiation through Cashiers and E-Filing. Case files: how documents are made part of the electronic court record (ECR), the heart of the Clerk's systems for managing cases, data and documents. Key procedures and rules. Practice tips for case initiation, managing active cases, and use of data from the SCOMIS system [at the State's Administrative Office of the Courts (AOC)]. Special attention on sealing.

## FINANCE & JUDGMENTS

The Clerk's financial management services, the Registry of the Court, fees and payments. Overview of financial processes, including the Clerk's Trust Fund, disbursements, accounting and cashiering. Practice tips cover key statutes, investment accounts and procedures for civil judgments and garnishments. Commitment and release processes for defendants and criminal judgments. Learn how to close out a case.

*"Each speaker was welcoming and gracious, thoroughly prepared, sincerely enthusiastic about the subject matter and articulate in his/her presentation" — Attorney workshop participant*

## RECORDS ACCESS, CUSTOMER SERVICES

Access and research case records, old and new. Obtaining forms, recorded court proceedings and archived records. Review fee-based services (e.g., fax filing, mailed agreed orders for Ex Parte). Services for those seeking domestic violence or anti-harassment protection. Designating Clerk's Papers for an appeal.

## SEE THE CLERK'S OFFICE

Layout and operations of the Clerk's Office in the Courthouse in downtown Seattle.

## ARBITRATION DEPARTMENT

How cases subject to arbitration are set, assigned for hearing and tracked.

**OR**

## FAMILY COURT OPERATIONS

Services in cases with contested custody/visitation include parenting plan evaluations, mediations, domestic violence and other risk assessments, adoption services and Unified Family Court (UFC).

## COURTROOM SERVICES

Duties of DJA's courtroom clerks. How to prepare exhibits. Handling exhibits in court and afterwards.

## EX PARTE DEPARTMENT

Ex Parte procedures, with practice tips, forms and insights on working with staff and commissioners. Learn the new 'Ex Parte' via the Clerk' document submission process.

The **ELECTRONIC COURT RECORDS (ECR)** program won a 2007 **INNOVATIONS IN AMERICAN GOVERNMENT AWARD** from the Ash Institute for Democratic Governance and Innovation at the John F. Kennedy School of Government, Harvard University.



## MATERIALS PROVIDED

A workshop handbook with useful information, examples and suggestions.

## EVALUATION

Conclude with a written evaluation of the workshop. Share reactions, criticisms and suggestions. Your comments will help with ongoing improvement in the workshop and the Clerk's Office.

## EXTRAS

### EXHIBIT ROOM

Arrange an Exhibit Room visit by contacting the Exhibit Room Supervisor.

### OTHER ACTIVITIES AND LOCATIONS

Visit the Clerk's Office at the Maleng Regional Justice Center in Kent or at the Juvenile Court by contacting DJA's managers at those sites.

